

**GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS**

DEPARTMENT OF PROPERTY & PROCUREMENT
BLDG. # 1 SUB BASE, 3RD FLOOR
ST. THOMAS, U.S. VIRGIN ISLANDS 00802

July 19, 2018

AMENDMENT #1 RFP-023-T-2018 (P) Provide training and consulting services in accordance with the Workforce Innovation and Opportunity Act (WIOA) for the Department of Labor on the islands of St. Croix and St. Thomas, U.S. Virgin Islands

INSERT: *Questions and Answers*

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH THEIR BID PROPOSAL.

QUESTIONS & ANSWERS:

Question 1: Does a respondent need to propose to the Virgin Islands Department of Labor (VIDOL) for the entire scope of services? Or, could a respondent provide a proposal for one (or a combination of some) of the four key requisites (WIOA consulting, System Branding/Marketing, Employer Engagement, and Staff Development Training) outlined in the RFP?

Response: Yes.

Question 2: Has VIDOL contracted with any firms to complete similar services in the past five years? If so, which firm(s) and/or individual(s)?

Response: Yes, WF180.

Question 3: What is the anticipated contract start date?

Response: Upon contract execution by the Governor.

Question 4: When is the expected end date for the contract?

Response: Expected end date is 12 months after contract execution by the Governor.

Question 5: What is the anticipated length of the contract period for the requested services?

Response: Contract period of performance for requested services is 12 months.

Question 6: In 4. Project Experience, should firms only include information about completed projects similar to the Scope of Services in the RFP?

Response: Yes.

Question 7: In section J. Contents of Proposal, 2. Organization, it lists d. Copy of Articles of Incorporation, e. Copy of Certificate of Resolutions, and f. Copy of Valid Business License. Do these items need to be submitted with the proposal or only prior to award of the contract?

Response: A copy of Articles of Incorporation and/or a valid business from the state where the company legally conducts business must be submitted with the proposal.

Question 8: In section 5. Project References, what is meant by notarized written consent from the authorized representative? Can the name, telephone number, and email address only be listed for applicable references that speak to the capabilities of the submitting firm?

Response: Yes.

Question 9: Is there a required format for the Cost Proposal? If so, what is it?

Response: No. However, Cost Proposal must be submitted in a separate sealed envelope.

Question 10: What is the correct address to send proposal packages via FedEx?

Response: Department of Property & Procurement
3274 Estate Richmond
C'sted St. Croix, Virgin Islands 00820-4241

Question 11: What is the source of funding for the services requested in RFP No. 023-T-2018 (P)?

Response: Service is federally funded.

Question 12: What is the estimated total budget for the services requested in RFP No. 023-T-2018 (P)?

Response: Budget information will not be disclosed.

Question 13: Who will serve as the point of contact at VIDOL for the contract?

Response: Attorney Nesha Christian Hendrickson.

Question 14: Has VIDOL identified Key Performance Indicators for the proposed requisites? If so, can those be shared?

Response: No.

Question 15: The RFP states that the Cost Proposal shall be submitted in a separate envelope. Is there specific way the labeling of the envelope shall be provided for the Cost Proposal?

Response: A sealed enveloped labeled Cost Proposal should be submitted with proposal.

Question 16: To confirm, shall one (1) original and four (4) copy sets of the Cost Proposal and one (1) original and five (5) copy sets of the full Proposal be submitted, each in separate envelopes within one package?

Response: Yes.

Question 17: Is it a formal requirement to have an on-island member of the Project Team to deliver the requested services?

Response: No it is not an established 'formal requirement; however, it is preferred and specifically valuable to several aspects of the deliverables.